



Environmental Management Consolidated Business Center (EMCBC)

Subject: Program and Project Management for the Acquisition of Capital Assets

Policies, Procedures
and Plans

APPROVED: (Signature on File)
EMCBC Director

1.0 PURPOSE

This policy describes the Office of Environmental Management Consolidated Business Center (EMCBC) requirements under DOE Order 413.3A, *Program and Project Management for the Acquisition of Capital Assets*, dated July 28, 2006, for the acquisition of capital assets that are delivered on schedule, within budget, and meet mission performance and environmental, safety and health standards.

2.0 APPLICABILITY

This policy applies to the EMCBC and all projects managed by the Office of Small Sites and Site Support (3.2).

3.0 REQUIREMENTS

- 3.1 DOE P 413.1, *Program and Project Management Policy for the Planning, Programming, Budgeting and Acquisition of Capital Assets*, dated June 10, 2000.
- 3.2 DOE Order 413.3A, *Program and Project Management for the Acquisition of Capital Assets*, dated July 28, 2006.

4.0 IMPLEMENTATION REQUIREMENTS

The requirements of the DOE Order are necessary for successful project execution. The fundamental project management principles described in the DOE Order are supported by the following elements of this policy.

- 4.1 The EMCBC shall establish and maintain an Environmental Management Acquisition Advisory Board (EMAAB) equivalent management system for the review and approval of Critical Decisions (CDs) and Baseline Change Proposals (BCPs).
- 4.2 The EMCBC shall institute a Quarterly Project Review process to provide a platform for the exchange of information between the EMCBC Director, Office of Site Support and Small Projects Director, EMCBC Assistant Directors, and Site Managers/Federal Project Directors which focuses on current project status, concerns, and proposed changes in the project scope, cost, and/or schedule.

- 4.3 The EMCBC shall integrate risk management, project execution, project planning, integrated business team processes, performance measurement and reporting processes, baseline management, acquisition, conceptual design, performance baseline, value engineering, cost estimating, and Integrated Safety Management into the initiation, definition, execution, and transition/closeout phases of project management.
- 4.4 The EMCBC shall implement a Project Management Career Development Program (PMCDP).
- 4.5 The EMCBC shall ensure that site contractors meet the requirements of DOE Order 413.3A, Attachment 2, Contractor Requirements Document.

EMCBC RECORD OF REVISION

DOCUMENT

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I** Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I** Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Initial Policy Statement	All	08/16/07

PROCEDURE CHANGE REQUEST	
DATE: <u>08/13/07</u>	
INITIATOR: <u>L. Schlag</u>	
INITIATOR PHONE NUMBER: <u>60470</u>	
DOCUMENT AFFECTED: _____	
SECTION: _____ PARAGRAPH #: _____	
IP NUMBER : _____ PARAGRAPH #: _____	
NEW IP: <u>New Policy Statement</u>	
PROPOSED REVISION: _____ _____ _____	
JUSTIFICATION: _____ _____ _____ _____	
Requested by: <u>L. Schlag</u>	DATE: _____
Approval: _____ Associate Director	DATE: _____
Assigned to: <u>M. Marks</u>	DUE DATE: <u>08/13/07</u>

Document Review Record Sheet				
Document Title	Program and Project Management for the Acquisition of Capital Assets			
IP Number PS-413-3A	Revision No. 1	Date Issued for Review		
The subject document is being submitted for your review, approval or comments. Since this review is controlled, a response is required from all reviewers. Therefore, please return the review sheet with or without comments				
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